



Iowa Department of Human Services

Kim Reynolds
Governor

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Lt. Governor

Jerry R. Foxhoven
Director

CHILD ABUSE PREVENTION PROGRAM ADVISORY COMMITTEE (CAPPAC)

Chairperson: LaTasha DeLoach
Vice Chair: Nancy Wells

Committee Members:

Laura Abbe
Lisa Bellows
Jill Hesse
Mark Lyman
Kim Scorza

ICAPP Administrators:

Liz Cox
Julie Dalrymple
Abby Patterson

DHS Liaison:

Lisa Bender

Meeting Notice

The Child Abuse Prevention Program Advisory Committee (CAPPAC), of the Council on Human Services, held a meeting **Wednesday Oct. 18, 2017** from **9:00am-12:00pm**.

Business from the closed session portion of this meeting was continued on 12/7/17 via a web conference meeting. Additional notes from that date are included here.

Hoover State Office Building, Room 5 NE, Side 2

1305 E Walnut St.
Des Moines, IA 50319

Meeting Minutes

Call to order, introductions, and welcome

- **Members Present:** Abbe, Bellows, DeLoach, Hesse, Lyman, Scorza, and Wells
- **Members Absent:** None
- **ICAPP Administrators Present:** Patterson, Dalrymple
- **DHS Staff Present:** Bender
- **Additional Administrator/DHS Guests:** Sandy Lint, Alli Moerman

Review of previous meeting and approval of minutes

- Confirmation via vote on chair/vice-chair
 - The group voted to confirm the suggestion at the last meeting to make DeLoach CAPPAC Chair and Wells CAPPAC Vice-Chair
- May – Grantee Renewals
 - Bender provided a recap of the last face-to-face meeting to discuss grantee renewals
 - Approved minutes from the 5/15/17 meeting

Review of CAPPAC documents

- Bender provided an overview of the CAPPAC Charter document that was approved

by the HS Council in June. The Charter allows for members to serve up to 2 consecutive 3 year terms. This allows Bellows, DeLoach, and Wells to remain with the CAPPAC for a second term through calendar year 2020.

Program changes

- Bender and Patterson provided an update about the many program changes, including:
 - Inclusion of CBCAP dollars into the ICAPP program, with particular attention to target areas CBCAP places priority on.
 - Establishing MOUs between CAP councils and CPPC sites in all 99 counties – PCA Iowa providing TA on this.
 - DAISEY – Iowa Administrative Code (IAC) change is in process to allow ICAPP grantees to enter service and evaluation data into IDPH data system DAISEY (Data Application and Integration Solutions for the Early Years)

Needs Assessment/Strategic Plan – Closed Session

- The CAPPAC went into closed session to discuss preliminary findings from the Statewide Needs Assessment conducted and recommendations on the strategic plan.
- Since these items have the ability to impact a competitive procurement this portion of the meeting was not open to the public.
- Members were asked to sign an acceptance form ensuring they would keep information about the RFP in confidence until a final award announcement and to disclose any potential conflicts of interest.

Public comment period (as needed)

- There were no public comments

Wrap-up and plan next meeting (Late Fall to review RFP)

- The CAPPAC decided to continue the conversation on recommendations via a second closed meeting, as there was not general consensus among members on programmatic direction.
- Bender will send out a Doodle poll to schedule the follow-up.

Closed Session (cont.) – December 7, 2017

Call to order, introductions, and welcome

- **Members Present:** Abbe, Bellows, DeLoach, Lyman, Scorza, and Wells
- **Members Absent:** Hesse
- **ICAPP Administrators Present:** Patterson, Dalrymple
- **DHS Staff Present:** Bender
- **Additional Administrator/DHS Guests:** Sandy Lint

SFY 2019 ICAPP Grantee RFP Direction – Closed Session

- Members were reminded about the acceptance form they all signed in Oct. ensuring they would:
 - Keep information obtained in the strictest confidence
 - Have no direct contact concerning this procurement with any party submitting a proposal unless directed by the Issuing Officer
 - Notify the Issuing Officer, or a representative, if any person attempts to contract regarding the procurement keep information about the RFP in confidence until a final award announcement and to disclose any potential conflicts of interest.
- The CAPPAC went into closed session to continue conversations around shifts in funding for the SFY 2019-2020 grantee application.
- Key decision points discussed included:
 - Whether ICAPP will continue to fund respite and/or crisis child care
 - General scope of work categories
 - The number of allowable proposals per council/CPPC site
 - Funding limits by county, taking into account population and risk

Next Meeting

- DHS and PCA Iowa will be finalizing and posting the RFP within the next month or so. CAPPAC members will be made aware when the RFP is posted and will regroup to review their role in the evaluation process.